

# Volunteers Needed!

The **Twin Pines Senior & Community Center**, located inside beautiful Twin Pines Park sees about 50-100 people a day! Most of what makes this such a happening place is our team of 65 volunteers, and we need more!

## Front Desk Receptionist

This opening is ideal for friendly, committed people who want to help make the center a warm, welcoming place for all visitors. You would be the first source of information and will work closely with Cheri and Andrea, the Parks & Recreation staff. Duties include making lunch or transportation reservations, answering the phone, directing people to the different scheduled activities, managing the coffee table, help with finding free or low-cost aid services, and some small office tasks. Fluency in speaking and writing in English is necessary, and a 6-month or more availability is highly desired! Minimal physical activity required.

**Time slots available:    Tuesdays, 2-4pm    |    Thursdays 11am-1:30pm**

## Lunch Program Host

Our Center provides a Nutrition Program for Seniors over 60 three days a week. It is run for the most part thanks to our wonderful volunteers who are very dedicated and consistent! We are in need of 2 volunteers on different days:

### Wednesdays 11am-12:30

A volunteer is needed to help with plating, serving, and takedown of the Lunch Program. You would work with a team of 3 lovely ladies.

### Thursdays 10:15-11:45am

We need help with table settings, coffee table supplies, and some light kitchen equipment prep. Then when the doors open, the volunteer would help checking-in attendees who had previously signed up for lunch and take in their donation or payment, and educate the public on the Lunch Program policies where needed.

**Please ask Andrea or Cheri about any of the following Volunteer openings that interest you. You can reach them at (650) 595-7444 or [adelara@belmont.gov](mailto:adelara@belmont.gov)**



City of Belmont  
[www.belmont.gov](http://www.belmont.gov)

*"Enhancing the quality of life for the community."*



**Twin Pines Senior & Community Center**  
20 Twin Pines Lane, Belmont